

20 JUNE 2002



Safety

ANDERSEN AFB SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 36 ABW/SEG (MSgt Mark Hotelling)
Supersedes 36 ABWI 91-202, 23 October 1999

Certified by: 36 ABW/SE (Major Scott St. Amand)
Pages: 10
Distribution: F

This instruction establishes the Andersen AFB Safety Program, implements Air Force Policy Directive 91-2, Safety Programs, and Air Force Instructions 91-202, The US Air Force Mishap Prevention Program, 91-204, Safety Investigations and Reports, 91-207, The US Air Force Traffic Safety Program, and 91-301, Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program, as supplemented. It establishes mishap prevention program requirements, assigns responsibilities for program elements, and contains program management information. This instruction is applicable to all activities, organizations, associate units, contractors, and personnel on Andersen AFB and areas under jurisdiction of the Commander, 36th Air Base Wing. This guidance applies to all military members who are assigned to or visiting Andersen AFB and the island of Guam. This guidance is also recommended for DOD civilians and dependents.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. AFOSH program responsibilities and administration.

1.1. Unit Safety Representative (USR) will:

1.1.1. Establish written mishap notification, reporting, and mishap site preservation procedures.

1.1.1.1. The following mishaps require immediate telephone notification to Wing Safety: DOD personnel (civilian personnel when on-duty) that sustain a serious injury requiring hospitalization or loss of life, major damage to government property/equipment/vehicle (over \$2,000), all ground or flight mishaps involving aircraft damage, and all weapon/explosive related mishaps. During non-duty hours notification is made through the 36 ABW Command Post. Ensure all unit personnel are familiar with the procedures; maintain a copy on each work center's safety bulletin board. (AFI 91-202 PACAF Sup A4.3.9.)

1.1.1.2. All mishaps require notification, not just the serious ones. Notify Wing Safety the next duty day of all mishaps not meeting the requirements of paragraph 1.1.1.1, i.e., personnel that seek medical attention but are released back to duty or placed on quarters and minor government property/equipment/vehicle damage. Notification can be either by telephone or emailing the 36ABW.SEG group box.

1.1.1.3. Mishap Reporting. After completing proper notification procedures. The mishap individual or their supervisor must fully complete the PACAF Form 161, **Ground Mishap Report Worksheet**, Forward a completed PACAF Form 161, signed by the unit commander, to the Wing Safety Division no later than five calendar days after a mishap occurs. Electronic coordination is acceptable. (AFI 91-202 PACAF Sup A4.3.9.)

1.1.1.4. Mishap Site Preservation. Ensure unit personnel are aware of the requirement of mishap site preservation. Mishap sites must remain unaltered until released by the Wing Safety Investigating Officer. The only exception to this requirement is to protect/save lives, prevent further damage to government property, and fight fires.

1.1.2. Conduct unit monthly spot inspections. CES, MXS, SVS, and MDG will conduct a minimum of 4 spot inspections per month. All other units will conduct a minimum of 2 per month. For those units with activities that operate around the clock, conduct at least 2 spot inspections a quarter at times other than normal duty hours. Spot inspections are no-notice to check the day-to-day safety and health of a work center, facility, etc. Spot inspection documentation will include date, inspector's name, organization or activity inspected, point of contact, a brief description of what was observed, and if there was/was not a discrepancy and the status (open/closed).

1.1.3. Maintain a Ground Safety Management Book (GSMB) IAW [Attachment 1](#).

1.1.4. Maintain a master listing of all licensed motorcycle operators in the unit.

1.1.5. Maintain master listing of all military members within the unit who participate in, on- and off-duty, high risk activities (i.e., scuba diving, rock climbing, kayaking, rappelling, cliff climbing, bungee jumping, light aircraft flying, sky diving, surfing, auto/motorcycle racing, motor cross, dirt biking, all terrain vehicle riding).

1.1.6. OSHA 600 Computer Based Training (CBT). Complete CBT modules that pertain to your unit prior to attending USR training. It is highly recommended that all unit personnel complete CBT modules that pertain to their job. The course is available on the 36 ABW Safety Intranet website.

1.1.7. Attend Unit Safety Representative meetings.

1.1.8. Maintain a RAC 4/5 log. Hazards assigned a RAC 4 or 5 by Wing Safety, Bioenvironmental, and Fire Department will be logged and tracked by the USR until closure. As a minimum, this log will reflect the RAC code assigned, the date the hazard was discovered, description and location of the hazard, and the current status. Annual inspection findings that have RACs assigned and cannot be corrected within 30 days may be transferred to this log when coordinated with Wing Safety (this will allow you to close your inspection report without losing track of open inspection findings). When changes occur forward the RAC 4/5 log to Wing Safety.

1.2. Shop/Section/Office Supervisor will:

1.2.1. Maintain a Shop/Section/Office Safety Management Book as specified in [Attachment 2](#). Tabs should be specific for the shop/section/office.

1.2.2. Conduct spot inspections of shop/section/office monthly. Supervisors will ensure activities that operate around-the-clock are adequately surveyed at times other than normal duty hours.

1.2.3. Conduct monthly safety briefings. Disseminate mishap prevention information such as mishap summaries, bulletins, messages, special interest items, seasonal pamphlets, etc. Ensure all personnel receive these briefings by documenting the subject and names of personnel briefed.

1.2.4. Maintain a listing of all personnel that operate a motorcycle.

1.2.5. Maintain safety bulletin board as specified in paragraph [2.2](#).

1.2.6. Investigate minor personnel injuries and government property damage. Document investigation on the PACAF Form 161. The supervisor's investigation must include work processes analyzed and corrective actions implemented to prevent recurrence.

1.3. Supervisor will:

1.3.1. Report all on- and off-duty mishaps and damage to government property/equipment/vehicles to the USR and Wing Safety IAW guidance provided in paragraphs [1.1.1.1](#) and [1.1.1.2](#) above. Ensure all personnel are aware of this requirement.

1.4. Military Member will:

1.4.1. Report all on- and off-duty mishaps, and damage to government property/equipment/vehicles to your supervisor immediately.

1.4.2. Inform supervisor and Unit Safety Representative if he/she participates in motorcycle riding and any off-duty high-risk activity.

2. Program Elements.

2.1. Program Assessment and Inspection:

2.1.1. All 36 ABW units and work locations will have an annual assessment and inspection accomplished by the Wing Safety Division. Annual inspections are not to exceed 12 months from the previous inspection. The inspection will include applicable aspects of ground, weapons and flight safety. The 734th AMS, 13th AF, 254 ABG and HC-5 have full-time ground safety personnel assigned and are responsible for accomplishing their unit's annual assessment and inspection. The normal sequence of events for annual assessment/inspections is:

2.1.1.1. Assessment/Inspection Schedule. Wing Safety will publish a yearly inspection schedule on the Safety Intranet site during the month of December for the following year. Along with the schedule are the applicable AFOSH standard references that contain the checklist that the Wing Safety will use to evaluate units.

2.1.1.2. USRs will forward an up-to-date unit RAC 4/5 log and current facility listing to Wing Safety to arrive no later than one week prior to the annual inspection start date.

2.1.1.3. In-brief. The Wing Safety staff at the unit commander's option will conduct the in-brief. USRs will coordinate the in-brief time and date.

2.1.1.4. Rating Criteria. Program management and facilities/equipment evaluation will be

conducted using a five-level rating system (Outstanding, Excellent, Satisfactory, marginal, and unsatisfactory). The unit ground safety program is assessed by using the Ground Safety Program Assessment checklist. This checklist standardizes annual program assessments throughout the 36th Air Base Wing. The checklist is available on the Wing Safety Intranet website.

2.1.1.5. Follow-up Requirements:

2.1.1.5.1. Upon completion of the inspection report, representatives of the Wing Safety office will conduct an out-brief with the unit commander. The unit commander, with the assistance of the USR, will prepare a written response to the report within 30 days. The unit commander will address each discrepancy and hazard with a solution (corrective action) to eliminate the discrepancy or hazard.

2.1.1.5.2. The unit commander is responsible for ensuring implementation of corrective actions. These initiatives should be well planned and quickly implemented to eliminate the hazard/deficiency condition or to preclude recurrence of the hazardous situation. Submission of a work request does not constitute closing action. Inspection findings assigned a RAC 1, 2, or 3 not corrected within 30 days must be entered into the base hazard abatement program using an AF Form 3, Hazard Abatement Plan (refer to AFI 91-301). Inspection findings assigned a RAC 4 or 5 will be transferred to the unit's RAC 4/5 Log and updates submitted to Wing Safety whenever changes occur. Note: 36 ABW/SEG will close the inspection finding only after an updated RAC 4/5 log is received to ensure the item is still being tracked until completion by the unit. Non-RAC findings (administrative/paperwork findings), which the unit has established an estimated completion date, will be updated whenever changes occur or when the estimated completion date is exceeded.

2.2. Safety Bulletin Boards: Safety bulletin boards provide an avenue for disseminating safety-related information and educating workers. These boards will be located in well-lighted, accessible locations of all major work areas. Only one board is required where several work areas share a common facility, as long as it is readily accessible to all workers in the building. The minimum required items on the safety bulletin boards are:

2.2.1. Wing Commanders' Policy Letters.

2.2.2. Mishap notification procedures.

2.2.3. Instruction on how to properly fill out an AF Forms 457, USAF Hazard Report, and where the form is located. If maintained electronically all personnel must have access to the form.

2.2.4. AFVA 91-307, Air Force Occupational Safety and Health Program.

2.2.5. CA 10, What a Federal Employee Should Do If Injured at Work, if work center has civil service personnel.

2.3. Safety Awards Program.

It is important to recognize individual and squadron efforts in ensuring the safety of our people and the protection of our resources. All units are expected to actively participate in the safety awards nomination process.

2.3.1. Individual Safety Award of Distinction: The quarterly awards are presented to the individuals who made the greatest contribution to mishap prevention on Andersen AFB. One winner is selected for the Ground Safety Individual Safety Award of Distinction, and one winner is selected

for the Weapons Safety Individual Safety Award of Distinction. Criteria for the awards include safety awareness, professional knowledge and performance, and the identification and elimination of hazards. Any military or DOD civilian members not assigned to full-time safety duty positions (1S0 AFSC) are eligible to include unit safety representatives

2.3.1.1. Each quarter, commanders, supervisors or any member of the wing or tenant unit may submit nominations for the awards. Units are allowed to submit multiple nominations. Nominations will be prepared on AF Form 1206, *Nomination for Award*, using a narrative format. Quarterly nominations are limited to 30 lines on the front side of the AF Form 1206. Nominations are due to the Safety Division by close of business on the fifth duty day after the end of the quarter. Nominations should detail reasons for the nomination and should include specific actions by the individual that qualify them for the award. The significance of the achievement is more important than the quantity of material in the nomination.

2.3.1.2. Award winners will be selected by the Chief of Safety along with the Safety staff member(s) for that functional area, and asked to attend the Integrated Safety Council for presentation of the award. For members of the 36 ABW, this award will consist of a certificate of recognition presented by the Wing CC and a three-day pass or comparable time off award for civilian personnel. For members of tenant units, the award will consist of a certificate of recognition and a recommendation for time off. The dates of when to use this pass will have to be coordinated by the individual with his/her supervisor.

2.3.2. Commander's Safety Award: This annual award is presented to the individual who, by his/her actions, made the most outstanding contribution to the prevention of a mishap, or reducing its harmful effects. One winner will be selected from each category (weapons and ground safety) from the winners of the quarterly awards. Any additional information beyond that contained in the original nomination package may be submitted to the Safety Division by close of business on the fifth duty day of October. This award will consist of a safety plaque and certificate presented to the individual by the Wing CC.

2.3.3. Squadron Safety Award: This award is presented annually to the squadron or unit which demonstrated the best overall safety program during the previous fiscal year. The award consists of a traveling trophy. A recommendation will be prepared by the Safety Division, with the Wing Commander selecting the eventual winner. To qualify for this award the unit must not have experienced a class A mishap within the fiscal year. Annual and spot inspection findings from the year will be reviewed. Criteria for selection will include, but not be limited to:

2.3.3.1. Commander and supervisory emphasis on safety.

2.3.3.2. Implementation of the AFOSH Program within the unit.

2.3.3.3. Mishap record relative to size of unit and degree of risk involved in normal activities.

2.3.3.4. Frequency and quality of unit safety meeting.

2.3.3.5. Effectiveness of Unit Safety Representative.

2.3.3.6. Safety awareness and work practices of squadron personnel.

2.3.3.7. General conditions of work areas.

2.3.3.8. Timeliness and effectiveness of actions taken to correct safety deficiencies.

2.3.3.9. Quantity and quality of safety suggestions and Hazard Reports submitted.

3. Supervisor Safety Training (SST).

3.1. Bioenvironmental Engineer (BE) and/or Public Health Officer (PHO) (or a designated representative):

3.1.1. Conducts an occupational health briefing during the Supervisor Safety Training course. This is a written consolidated BE/PH briefing developed and approved by both BE and PHO. Coordinate this briefing with the ground safety office and update at least annually. Structure the briefing to ensure individuals are familiar with the following:

3.1.1.1. Overview of the occupational health program to include the responsibilities and duties of the BEE and public health functions. Also include unit's responsibility for training to include information on special hazards and local policies.

3.1.1.2. Purpose of the annual and baseline industrial hygiene and special purpose surveys.

3.1.1.3. Reporting and abatement requirements for occupational health standards.

3.1.1.4. Occupational health education responsibilities of supervisors including hazard communication.

3.1.1.5. The purpose and scheduling mechanism for, and the supervisor's role in, occupational health examinations.

3.1.1.6. The fetal protection program to include the supervisor's responsibility to refer pregnant workers for workplace exposure evaluations.

3.2. Unit Safety Representative: Schedule individuals for training through Wing Safety.

4. Traffic Safety.

4.1. 36 SVS/CC will:

4.1.1. Ensure the *Secret of Survival on Guam Guide* is placed in all on-base billeting rooms. 36 SVS/CC will also ensure that the Guam Safety Awareness Letter signed by the 36 ABW/CC is provided to all personnel processing through the billeting office, whether staying on or off base.

4.2. Use of Golf Carts, Fleet Golf Cars, Low Speed Vehicles and other Utility type vehicles:

4.2.1. Units shall develop formal training programs on the safe operation of these vehicles.

NOTE: Detailed manufacturer operating instructions may be used as a training plan.

4.2.2. All vehicles operated on Andersen AFB roadways with a posted speed limit higher than 20 mph must comply with the minimum design specifications in 49 CFR, Part 571, *Federal Motor Vehicle Safety Standards*.

4.2.3. Low Speed Vehicles may be operated on Andersen AFB roadways with a posted speed greater than 20 mph if they are designed or have been modified to comply with the safety equipment requirements of Federal Motor Vehicle Standard No. 500, *Low Speed Vehicles*. Equipment requirements include: headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seat belts, and DOT vehicle identification numbers.

4.2.4. Golf carts and other low speed vehicles not modified to meet Federal Motor Vehicle Safety

Standard No. 500 will only be operated on roadways with posted speed limits less than 20 mph (base housing areas).

5. Recreational Activities.

5.1. Operational Risk Management. All individuals engaged in recreational activities should use the fundamentals of Operational Risk Management, especially when in or near the water. Know the hazards. Assess the risks. Analyze and select control measures, and use adequate control measures to eliminate unnecessary risks. Finally, review the adequacy of the control measure. Individuals must continuously use common sense, and take responsibility for their own personal safety and the safety of others in the group.

5.2. Water Safety.

5.2.1. Individual will:

5.2.1.1. Have at least one companion when participating in any recreational water activity.

5.2.1.2. Obtain the status condition of any military beach, reef or waterfront area, either by observing posted signs, or by contacting base security. If the status is unavailable, the site shall be assumed to be closed (off limits).

5.2.1.3. Not engage in water activity or enter any conditions which are beyond his/her level of competency, training, physical conditioning or experience; or for which he/she is not properly equipped.

5.2.1.4. Not engage in recreational water activity during Typhoon Conditions of Readiness I, II, III; or in any area where a hazardous surf warning is in effect.

5.2.1.5. Not engage in reef walking. For these purposes, the reef is defined as the elevated ridge of coral or rock between the shore and the open sea. This ridge may be above or slightly below water level, depending on the tide. Every year on Guam, people pay with their lives for participating in this activity. Keep well clear of the outer portion of the reef when the tide is going out. Rip tides are common on Guam and extremely dangerous. Reef walking is not permitted anywhere on Andersen AFB property by anyone. Reef walking is not permitted anywhere on Guam by active duty military personnel.

5.3. Scuba Diving.

5.3.1. Scuba Diver will:

5.3.1.1. Be certified through one of the following organizations prior to participating in any scuba diving on Guam.

5.3.1.1.1. International Diving Educators Association (IDEA)

5.3.1.1.2. National Association of Scuba Diving Schools (NASDS)

5.3.1.1.3. National Association of Underwater Instructors (NAUI)

5.3.1.1.4. Professional Association of Diving Instructors (PADI)

5.3.1.1.5. Professional Diving Instructors Corporation (PDIC)

5.3.1.1.6. Scuba Schools International (SSI)

- 5.3.1.2. When diving a site for the first time, dive with another diver who is aware of the hazards associated with that dive site.
 - 5.3.1.3. Conduct all scuba dives within the limits of the diver's certification level, as recommended by the certifying agency.
 - 5.3.1.4. Penetration dives are discouraged, but not prohibited. Wreck penetration divers must document complete training and use proper equipment, including two lights, a safety line, plus all other equipment recommended by their certifying agency.
- 5.3.2. Scuba diving is not authorized from Andersen AFB property.

JOSEPH F. MUDD, Colonel, USAF
Commander, 36th Air Base Wing

Attachment 1

GROUND SAFETY MANAGEMENT BOOK

A1.1. As a minimum, the unit's ground safety management book will consist of:

NOTE: Items may be maintained electronically, but must be available during the inspection.

A1.1.1. Tab A, Index. Place the index in the front of the GSMB and include tabs A through O.

A1.1.2. Tab B, Letters of Appointment/Record of Training. A copy of the appointment letter and the record of training will be filed in this section.

A1.1.3. Tab C, Mishap Notification Procedures.

A1.1.4. Tab D, Unit Areas/Facilities. A comprehensive list of all work centers and facilities will be maintained.

A1.1.5. Tab E, Annual Inspection Report. Maintain the last two annual inspection reports.

A1.1.6. Tab F, Unit Spot Inspections.

A1.1.7. Tab G, Hazard Reports and RAC 4/5 Log. Maintain information concerning hazards identified within your unit (such as: AF Forms 457, Hazard reports, and Safety Inspection findings).

A1.1.8. Tab H, Mishap Reports. This section is designed to provide the commander with information on mishaps experienced by the unit. Divide this section into sub-division's for on and off-duty mishaps. Each subdivision will contain a log for mishaps in the appropriate category. The logs will contain data extracted from PACAF Form 161 and should include: name and grade of person directly involved; section assigned; date and time of mishap; brief narrative; and action taken to prevent recurrence.

A1.1.9. Tab I, General Correspondence. The following are examples that should be maintained within this section: Special unit guidance provided by the commander, copies of correspondence related to ground safety (i.e., special interest items, programs, publicity, seasonal campaigns), actions taken at unit level regarding correspondence, and correspondence which do not fall under the purview of other sections within the GSMB.

A1.1.10. Tab J, AFOSH Council / Unit Safety Representative Meetings. Meeting minutes will be filed in this section.

A1.1.11. Tab K, High Risk Activities. Maintain listing of all on- and off-duty high risk activities that unit personnel participate in.

A1.1.12. Tab L, Motorcycle Listing. Maintain listing of all licensed motorcycle operators.

A1.1.13. Tab M, Special Programs. Maintain listing of special programs found throughout the unit which apply to the work centers (Confined Spaces, Lock-Out/Tag-Out, HAZCOM, Blood Borne Pathogens).

A1.1.14. Tab N, Review Log. This tab will be used to record the unit commander's monthly status briefing and review of the GSMB.

Attachment 2**SHOP/SECTION/OFFICE SAFETY MANAGEMENT BOOK**

A2.1. As a minimum, the shop/section/office safety management book will consist of:

NOTE: Items may be maintained electronically, but must be available during the inspection.

A2.1.1. Tab A, Safety Briefings.

A2.1.2. Tab B, Spot Inspections.

A2.1.3. Tab C, AF Forms 55, Employee Safety & Health Record, and Job Safety Training Outline (JSTO). Maintain all AF Forms 55 and the work centers JSTO in this section. AF Forms 55 and JSTO should be reviewed periodically to ensure compliance with AFI 91-301. Maintain documented annual review of JSTO.

A2.1.4. Tab D, PACAF Form 161, Ground Mishap Report Worksheet. Maintain PACAF Forms 161 on all mishaps encountered by work center personnel.

A2.1.5. Tab E, Special Programs. Maintain generalized safety programs, such as Confined Spaces, Lock-Out/Tag-Out, Blood Borne Pathogens, Job Safety Analysis, and Shop Risk Assessments.

A2.1.6. Tab F, Listing of motorcycle operators